Active Projects Report Booklet Creation Instructions

1. Open PDF document with Adobe Acrobat.
2. Under the "File…" menu, select "Print Setup…".
3. Under the "Paper" heading, "Size" should equal "Legal".
4. Under the "Orientation" heading, "Landscape" should be selected.
5. Select the "OK" button.
6. Under the "File…" menu, select "Print…".
7. Under the "Page Handling" header, "Page Scaling" should equal "None" and the "Auto-Rotate and Center" checkbox should not be checked.
8. Make sure you have paper that is 8.5 x 14 (legal) in size loaded into your printer.
9. Select the "OK" button.
10. After the document prints, insert the pages into your copier's 8.5 x 14 paper feeder.
11. Make sure the copier is set to these parameters:
    a. Source document: single-sided.
    b. Destination document: double-sided.
    c. Paper size: 8.5 x 14
12. After copy is finished, fold copy in the middle to make a crease and staple along the crease.